

# REVIEWING AN OGE 450 REPORT



This guide covers the basic steps for filing, viewing and amending a OGE 450 report in FDM.

## Compare/Reconcile Against a Previously Filed Report

It is recommended any time you review an OGE 450 report that you compare and reconcile the current OGE 450 report against the previous OGE 450 report.

## Selecting an OGE 450 Report to Review

1. On the Review Filer's page, select any combination of the following and click **Go**.
  - a. Form Type, OGE 450
  - b. Reviewer Role
  - c. Reporting and Review Status

Depending upon the filtering criteria you select, all reports that have been signed and submitted by your assigned filers are displayed.

At this point, you can opt to End Review, eSign or View.

- Use End Review to signify that you have completed your review of a financial disclosure report.
- Use eSign when you have completed your review and are confident there are no conflicts of interest.
- View allows you to review the financial disclosure report online.

2. Click **View** beside the appropriate report. The Getting Organized page is displayed for the OGE 450 report you are reviewing.

Filer	Registration Status	Year	Reporting Status	Review Status	Review Date	Signature Date
450_29, Training X.	Active	2006	Annual	Draft		
450_30, Training X.	Active	2006	Annual	Under Review Amended 02/27/2007		
450_30, Training X.	Active	2007	New Entrant	Under Review (Amendment in Progress)	02/27/2007	

**You may find it helpful to have the following information to prepare your report.**

- ◆ A copy of your previous OGE 450 (if you have filed before)
- ◆ Tax return
- ◆ Brokerage and/or mutual fund statements
- ◆ Rental agreements
- ◆ Any agreements or arrangements from past, current or future employers
- ◆ Mortgage statement (for any properties that are not your principal residence)
- ◆ Loan statements (if over \$10,000)

[Continue](#)

## Reviewing a Report

In FDM, you can review report information by either navigating through the Report Data sections or by viewing/printing the report form. When reviewing the report form, you must return to the appropriate Report Data section to include any line item comments.

## Reviewing the Report's Flags

Review any report flags to be sure all errors and omissions are addressed.

A red flag indicates required information is missing and that it must be provided before the report can be submitted. A yellow flag indicates that information is missing but is not required in order to submit your report.

3. Click **Flags**.
4. Review the report's flags. When complete, click either **Report Data** to return to the details of the OGE 450 you are reviewing or **View/Print** to view and print the financial disclosure report form.

## Report Data

5. Select the appropriate report data sections and make any necessary comments.

## Comments

Comments can be added to specific line items or to the OGE 450 report itself as substantive or non-substantive comments. A comment should be included as part of the OGE 450 of record, if it is a substantive comment that provides additional information, a clarification, or a correction that materially affects the data reported on the OGE 450.

Only the Supervisor and Senior Legal Counsel can designate that a comment is included in the OGE 450 of record.

6. Click **Add Comment** beside the appropriate line item.
7. Review any existing reviewer or filer comments.

Note: Only select, **Include as part of the OGE 450 of Record** if you want to include this comment publicly with the financial disclosure report.

8. Type your comment and click **Save**.

**Financial Disclosure Management**

My Info | Review Filers | Admin | Resources | Log Out

Reports List | Report Data | Attachments | Comments | Flags | Audit Trail | View/Print | Review Status

Under Review - Training X, 450\_30, 2006 Annual OGE 450 Report

Getting Started | Non-Investment Income | Assets | Liabilities | Outside Positions | Agreements | Gifts | Wrap Up

Reviewer's Wrap Up

This report is under review. The next steps to finish the review of this report are:

- Click "Continue" to proceed to the report's Review Status.
  - Complete your review.
  - eSign the report if you are a designated signer.
  - Notify any subsequent reviewers.

[Back](#) [Continue](#)

Common Questions

- What am I determining when reviewing a Filer's financial disclosure report?
- Glossary

Security and Privacy Notice | Help | Accessibility | Developed by: C-E LCMC

## Wrap Up

9. When you have completed your review, click **Wrap Up**.

10. Click **Continue**.

### eSigning an OGE 450

11. On the Review Status page, click **eSign**. A security message displays asking if you wish to proceed to the digital signature page.

12. Click **OK**.

13. Click **eSign**. Your report has been submitted.

An e-mail message is sent to the next set of reviewers indicating that the report is awaiting their review.

### Ending the Review

A reviewer can End Review to signify that they have completed their review of a financial disclosure report. Ending a review is not the same as eSigning a report in that it does not sign the report.

14. On the Review Status page, click **End Review**. A message displays indicating that if the filer amends this report your set review date will be invalid.

15. Click **OK** to continue. The Review Status page is displayed.

For additional instructions on reviewing an OGE 450 report, click **View/Print** and then select OGE 450 Instructions.

**Financial Disclosure Management**

My Info | Review Filers | Admin | Resources | Log Out

Reports List | Report Data | Attachments | Comments | Flags | Audit Trail | View/Print | Review Status

Under Review - Training X, 450\_30, 2006 Annual OGE 450 Report

Report Progress

Created: 02/27/2007

Submitted: 02/27/2007

Amended: 02/27/2007

Completed:

Extension

No Extensions have been granted.

Signoff Progress

Filer: 02/27/2007

eSigned by: 450\_30, Training X.

Supervisor:

Reviewer:

Common Questions

- What is the difference between Review Date and Signature Date?
- What is the Amended date and how does it differ from the Submitted Date?
- Glossary

Instructions: Click notify to send a "Please Review" Email Notification to a reviewer.

Currently Assigned Reviewers	Role	Review Date	Signature Date	Notify
SLC_450_1, Training X.	SLC			Notify
SLC_450_1, Training X.	Supervisor's SLC			Notify
Super_450_1, Training X.	Supervisor			

[End Review](#) [eSign](#)

## Viewing and Printing A Report

At any time, you can view and print a financial disclosure report.

1. On the **Review Filers | Reports List** page, click view beside the appropriate report.

2. Click **View/Print** and then click **View/Print** again. The financial disclosure report displays in a separate browser window.

### Printing a Report

3. Select **File | Print** and then click **Print**

OGE Form 450, 5 CFR Part 2634, Subpart 1  
U.S. Office of Government Ethics

**Executive Branch CONFIDENTIAL FINANCIAL DISCLOSURE REPORT**

Report Year: 2006

Reporting Status: New Entrant

Employee's Name: 450\_1, TrainingX.

Position/Title: Contract Specialist

Grade: GS13

Agency: Army

Branch/Unit and Address: Homeland Security, Addr1, City, AK, USA, 00000-0000

Work Phone: 000-000-0000

E-mail Address: training\_450\_1@us.army.mil

Date of Appointment: 6/1/2006

If Special Government Employee (SGE): no

If an SGE, Mailing Address (Number, Street, City, State, ZIP Code):

Date Received by Agency: 12/6/2006

Employee Signature: signed in FDM by: 450\_1, TrainingX, User ID: training\_450\_1, 12/6/2006

Table of Contents

- Report Data
- Non-Investment Income
- Assets
- Liabilities
- Outside Positions
- Agreements or Arrangements
- Gifts and Travel
- Reimbursements
- Attachments
- Comments
- Flags
- Audit Trail
- Review Status

Part I: Non-Investment Income

Source of Income	Type of Income	Owner	No Longer Receiving
1 Kroll Inc., New York, NY, USA	Retirement Plan or Account (other than Federal Government)	Self	

Part I: Assets

Asset Name	Type of Asset	Owner	No Longer Held
1 Beach Rental, Kill Devil Hills, NC, USA	Real Estate	Self	

# Reviewing an Amended OGE 450 Report

You must digitally sign the OGE 450 report again when a filer amends a financial disclosure report in FDM.

- On the Review Filer's page, select any combination of the following:
  - Form Type, OGE 450
  - Reviewer Role
  - Reporting and Review Status

- Click **Go**.

You will notice the Review Date for the OGE 450 report you previously reviewed is crossed out. This indicates that the report was amended and needs to be reviewed once again.

- Click **View** beside the appropriate report. The Getting Organized page is displayed for the OGE 450 report you are reviewing.

## Audit Trail

Review the Report's Events to verify if your recommended changes where made by the Filer.

- Click **Audit Trail**. The Audit Trail page displays.

## Reviewing a Report's Events

- Review the Report's Events to verify if your recommended changes where made.
- Click **View Event** beside Edit Asset. The View Audit Trail Event page displays.

## Reviewer's Wrap-Up

- Click **Report Data** and then **Wrap Up**. The Reviewer's Wrap Up page is displayed.
- Click **Continue**. The Review Status page is displayed.
- Review the report and signoff progress.
- At this point, you can opt to End Review or eSign the report.
- eSign** the report.
- Click **Report List** to continue reviewing financial disclosure reports in FDM.